

RESIDENTIAL CARE ADMINISTRATORS

Regular meeting

March 9, 2000

ROLL CALL: Sharon Ashcraft, Chairman
Verlene Kaiser
Elizabeth Hein-Drake
Myron Higbee

ALSO PRESENT: Thomas Limbaugh, Bureau Chief
Roger Hales, Administrative Attorney
Janice Wiedrick, Secretary

Chairman Ashcraft called the meeting to order at 9:08a.m.

Verlene Kaiser moved to approve the minutes as presented, Myron Higbee seconded the motion, motion carried.

Tom Limbaugh presented the financial statement showing a positive balance. The Board discussed their internal fund balance and a continued reduction in the renewal fee. Mr. Limbaugh reported that the recently completed legislative audit made note of the discrepancy between the renewal fee allowed by rule (\$75.00), and the fee actually charged by the Board (\$5.00). The auditors noted that the rule should be either followed or changed. Mr. Limbaugh also reported that, according to the Division of Financial Management, a reduction in the renewal fee for the purpose of reducing a large fund balance would be acceptable in the short term. It is preferable, however, to propose a rule change if long-term fee changes are anticipated.

Myron Higbee moved to maintain the fee for examination at \$25 and the renewal fee at \$5 for the fiscal year ending June 30, 2001. Elizabeth Drake seconded the motion, motion passed unanimously.

Tom Limbaugh presented the Bureau service contract to the Board. Verlene Kaiser moved to approve the contract as presented for fiscal year 2000 and authorizing Chairman Ashcraft to sign the contract. Myron Higbee seconded the motion, motion carried.

Discussion was held on the complaint process.

The following applications were approved for the April 11, 2000 examination:

RCA 08-12-99CHB, 11-20-98TEC, 11-26-99SLD, 04-01-99NH, 08-04-99DH, 03-15-99LJ, 02-12-99CO, 08-18-99NP, 01-10-00SLP, 01-13-99BS, 09-24-98JES, 01-03-00FW and 11-08-99BJW.

Section One of the examination was reviewed and the following questions on the examination are to be rewritten: 5, 11, 31, 33, 35, 42, 46, 55, 64, 75, 82, 83, 87, 89, 96 and 97.

Section Two of the examination was reviewed and the following questions are to be rewritten: 7, 24 and 35.

Computerized testing was discussed for future use in Idaho.

Verlene Kaiser moved to invite Dr. Haacker to meet with the Board at a special meeting to discuss re-writing the examination and the potential for a computerized exam. The videotapes are to be sent to Dr. Haacker, for review, prior to the meeting. Elizabeth Hein-Drake seconded the motion, motion carried.

Agenda Items for the next meeting:

Election of Officers

The Board business file was cleared with no action taken.

Elizabeth Hein-Drake moved to terminate the following files for lack of activity:

TRCA: 09-06-99DMA, 01-29-99TB, 12-07-98FB, 06-09-99BJB, 06-14-99PC, 06-11-99CMC, 10-13-98SEC, 03-03-99TAD, 03-03-99CJD, 09-17-98FDP, 10-30-98AD, 08-21-98KAG, 10-16-98KLH, 11-30-98TOH, 09-10-98SLG, 03-17-97LM, 12-17-98AMM, 04-21-99SLO, 05-24-99MS, 09-17-96DS, 04-27-99CT, 04-12-99DVM and 07-29-99JAW.

Myron Higbee seconded the motion, motion carried.

Having no further business before them, the meeting adjourned at 1:30p.m.

Licenses issued as a result of the April 11, 2000 examination: